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# **GRANT REQUEST**

## **2006-07—2007-07—2007-09**

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### **EDUCATION FOR HOMELESS CHILDREN AND YOUTHS**

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**ESEA Title X, Part C, Subtitle B**  
**McKinney-Vento Homeless Education Assistance Act**  
**As authorized by the No Child Left Behind Act of 2001**

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**Linda McCulloch, Superintendent**

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Prepared and issued by the Montana Office of Public Instruction, as authorized.  
Questions related to this request should be directed to Terry Teichrow,  
Coordinator for Education of Homeless Children and Youth at (406) 444-2036.

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## REQUEST FOR GRANT AWARD

**INTRODUCTION:** Congress enacted legislation in 1987 to create an education assistance program for homeless children and youth. The program was amended in 1990 and again in 1994. It began as a part of the Title I program and still remains closely related to Title I services. The program now has its own identity as ESEA Title X, Part C, Subtitle B—Education for Homeless Children and Youths as authorized by the No Child Left Behind Act of 2001.

The purpose of the Education for Homeless Children and Youths Program is to ensure that each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, including a public preschool education, as provided to other children and youths; state and local education agencies revise any laws, regulations, practices, or policies that may act as a barrier to the enrollment, attendance, or success in school of homeless children and youths; that homelessness alone is not sufficient reason to separate students from the mainstream school environment; that homeless children and youths have access to the education and other services that such children and youths need to ensure that such children and youths have an opportunity to meet the same challenging state student academic achievement standards to which all students are held.

The state educational agency shall, in accordance with the requirement of this subtitle and from amounts made available to it under section 722, make competitive subgrants to local educational agencies that submit applications under subsection (b). Such subgrants shall be awarded on the basis of the need of such agencies for assistance under this subtitle and the quality of the applications submitted.

**DEFINITIONS:** *Enroll and Enrollment*—For purposes of this subtitle, the terms "enroll" and "enrollment" include attending classes and participating fully in school activities.

*Free, Appropriate Public Education*—A free, appropriate public education means the educational programs and services that are provided to the children of a resident of a state, and that are consistent with state school attendance laws.

*Homeless Children and Youths*—The act defines "homeless," "homeless individual" or "homeless children and youths" as individuals who lack a fixed, regular, and adequate nighttime residence, and includes:

- children and youths who are sharing the housing of other persons; are living in motels, trailer parks, or campgrounds; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
- children and youths who have a primary nighttime residence that is public, or

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private place not designated for or ordinarily used as a regular sleeping accommodation for human beings; and

- children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings;
- migratory children who qualify as homeless for the purpose of this subtitle because the children are living in circumstances described in clauses above.

## **FUNDING PERIOD:**

***Term of Awards***—This grant period shall be for three years. Successful applicants will receive approval for three one-year grants. Each successive year will be subject to review and approval based on program completion, annual final report, and any reporting required by OPI or USED. Each year grant is guaranteed based on continued funding levels from the USED.

***Final Reports***—Final Reports will be due by November 10 of each year after the close of the project. All projects have been extended to end no later than September 30 each year, but may be closed earlier. Your final report form for programs awarded this year will be sent with the next year's application or can be obtained earlier by calling the state Homeless Coordinator at (406) 444-2036.

## **AVAILABILITY OF FUNDS:**

Education of Homeless Children and Youths funds are federal dollars made available to states on a formula basis for the purposes described. Funds are appropriated on an annual basis and are required to be subgranted to local education agencies according to the state's written plan submitted to the U.S. Department of Education, as well as all applicable federal and state statutes, regulations, principles, and guidelines. It is expected that approximately \$147,000 will be available for this year. The minimum amount of any single award is \$3,000 and a minimum number of four projects will be awarded.

**Education of Homeless Children and Youths funds are to be used to supplement, not supplant, existing services provided by the applicants or otherwise available to the targeted individuals.**

It is the state's full intention that Education of Homeless Children and Youths funding be made available each year to support continuation and possible expansion of priority projects. Dollars for project continuation, improvement, or expansion in any continuation year would be at the discretion of the Office of Public Instruction based on established priorities, the availability of funds, demonstrated success of the existing programs, and evidence of need within the community.

Application for funds may include both regular and summer projects.

## **PROGRAM REQUIREMENTS:**

***General***—A local education agency that desires to receive a grant under this Act shall submit an application to the Office of Public Instruction (OPI) at such time, in

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such manner, and containing or accompanied by such information as the OPI may reasonably require according to the guidelines issued by the Secretary of Education. Each such program shall reflect the following:

1. The LEA serving each child or youth to be assisted under this subtitle shall, according to the child's or youth's best interest:
  - A. Continue the child's or youth's education in the school of origin for the duration of homelessness;
    - (1) In any case in which a family becomes homeless between academic years or during an academic year; or
    - (2) For the remainder of the academic year, if the child or youth becomes permanently housed during an academic year; or
  - B. Enroll the child or youth in any public school that nonhomeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.
2. "**Best Interest**—In determining the best interest of the child or youth ..., the local education agency shall —
  - A. "to the extent feasible, keep a homeless child or youth in the school of origin, except when doing so is contrary to the wishes of the child's or youth's parent or guardian;
  - B. "provide a written explanation, including a statement regarding the right to appeal under subparagraph (E) [of the Act], to the homeless child's or youth's parent or guardian, if the local educational agency sends such child or youth to a school other than the school of origin or a school requested by the parent or guardian; and
  - C. "in the case of an unaccompanied youth, ensure that the homeless liaison designated under paragraph (1)(J)(ii) [of the Act] assists in placement or enrollment decisions under this subparagraph, considers the views of such unaccompanied youth, and provides notice to such youth of the right to appeal ...
3. "**Enrollment**—
  - A. "The school selected in accordance with this paragraph shall immediately enroll the homeless child or youth, even if the child or youth is unable to produce records normally required for enrollment, such as previous academic records, medical records, proof of residency, or other documentation.
  - B. "The enrolling school shall immediately contact the school last attended

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by the child or youth to obtain relevant academic and other records.

- C. "If the child or youth needs to obtain immunizations, or immunization or medical records, the enrolling school shall immediately refer the parent or guardian of the child or youth to the local education agency liaison designated under paragraph (1)(J)(ii) [of the Act] who shall assist in obtaining necessary immunizations, or immunization or medical records ...
4. "**Records**—Any record ordinarily kept by the school, including immunization or medical records, academic records, birth certificates, guardianship records, and evaluations for special services or programs, regarding each homeless child or youth shall be maintained—
- A. "so that the records are available, in a timely fashion, when a child or youth enters a new school or school district; and
  - B. "in a manner consistent with section 444 of the General Education Provisions Act (20 U.S.C. 1232g).
5. "**Enrollment Disputes**—If a dispute arises over school selection or enrollment in a school—
- A. "the child or youth shall be immediately admitted to the school in which enrollment is sought, pending resolution of the dispute;
  - B. "the parent or guardian of the child or youth shall be provided with a written explanation of the school's decision regarding school selection or enrollment, including the rights of the parent, guardian, or youth to appeal the decision;
  - C. "the child, youth, parent, or guardian shall be referred to the local educational agency liaison ... [described on page 6] who shall carry out the dispute resolution process as described in paragraph (1)(c) as expeditiously as possible after receiving notice of the dispute; and
  - D. "in the case of an unaccompanied youth, the homeless liaison shall ensure that the youth is immediately enrolled in school pending resolution of the dispute.
6. "**Placement Choice**—The choice regarding placement shall be made regardless of whether the child or youth lives with the homeless parents or has been temporarily placed elsewhere.

**Note: "School of Origin Defined—In this paragraph, the term 'school of origin' means the school that the child or youth attended when permanently housed or the school in which the child or youth was last enrolled.**

7. "**Comparable Services**—Each homeless child or youth to be assisted under

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this subtitle shall be provided services comparable to services offered to other students in the school selected ..., including the following:

- A. "Transportation services.
  - B. "Educational services for which the child or youth meets the eligibility criteria, such as services provided under Title I of the ... [No Child Left Behind Act of 2001 (NCLB)] or similar State or local programs, educational programs for children with disabilities, and educational programs for students with limited English proficiency.
  - C. "Programs in vocational and technical education.
  - D. "Programs for gifted and talented students.
  - E. "School nutrition programs.
8. "**Coordination**—
- "... Each local educational agency serving homeless children and youths that receives assistance under this subtitle shall coordinate—
- A. "the provision of services under this subtitle with local social service agencies and other agencies or programs providing services to homeless children and youths and their families, including services and programs funded under the Runaway and Homeless Youth Act (42 U.S.C. 5701 et seq.); and
  - B. "with other local educational agencies on interdistrict issues, such as transportation or transfer of school records.
- "**Coordination Purpose**—The coordination required under subparagraphs (A) and (B) shall be designed to—
- (i) "ensure that homeless children and youths have access and reasonable proximity to available education and related support services; and
  - (ii) "raise the awareness of school personnel and service providers of the effects of short-term stays in a shelter and other challenges associated with homelessness.
9. "**Housing Assistance**—If applicable, each State educational agency and local educational agency that receives assistance under this subtitle shall coordinate with State and local housing agencies responsible for developing the comprehensive housing affordability strategy described in section 105 of the Cranstons-Gonzalez National Affordable Housing Act (42 U.S.C. 12705) to minimize educational disruption for children and youths who become homeless."

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10. Applicants must be willing to provide such general assurances and such specific program assurances as are required by the Office of Public Instruction and the U.S. Department of Education.
  11. Applicants must be willing to enter into a legal agreement with the Office of Public Instruction to provide proposed services.
  12. Applicants must comply with all reporting requirements and other policy mandates as may be issued to the quality administration of a Homeless Child and Youth project and as necessary for the state to perform its responsibilities. For each year, this will include a final fiscal and program report.

Final reports will include, but not be limited to: (1) the number of runaway and homeless students served by the project; (2) a description of the success of the program in allowing homeless children and youth to enroll in, attend, and succeed in school; and (3) total number and disaggregated data on students served.

13. "The State and its local educational agencies will adopt policies and practices to ensure that transportation is provided, at the request of the parent or guardian (or in the case of an unaccompanied youth, the liaison), to and from the school of origin, as determined in paragraph (3)(A), in accordance with the following, as applicable:
  - A. "If the homeless child or youth continues to live in the area served by the local educational agency in which the school of origin is located, the child's or youth's transportation to and from the school of origin shall be provided or arranged by the local educational agency in which the school of origin is located.
  - B. "If the homeless child's or youth's living arrangements are in the area served by the local educational agency of origin terminate and the child or youth, though continuing his or her education in the school of origin, begins living in an area served by another local educational agency, the local educational agency of origin and the local educational agency in which the homeless child or youth is living shall agree upon a method to apportion the responsibility and costs for providing the child with transportation to and from the school of origin. If the local educational agencies are unable to agree upon such method, the responsibility and costs for transportation shall be shared equally."

***Specific***—The following elements must be included in the program application and require specific detail in the narrative of the application:

1. The applicant district must designate an appropriate staff person, as a local educational agency liaison for homeless children and youths, to carry out the duties described below and to ensure that:

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**Note: Each LEA in the state is required to designate an appropriate staff person as a Liaison for Homeless Children and Youth.**

- A. "homeless children and youths are identified by school personnel and through coordination activities with other entities and agencies;
  - B. "homeless children and youths enrolled in, and have a full and equal opportunity to succeed in, schools of that local educational agency;
  - C. "homeless families, children, and youths received educational services for which such families, children, and youths are eligible, including Head Start and Even Start Programs and preschool programs administered by the local education agency, and referrals to health care services, dental services, mental health services, and other appropriate services;
  - D. "the parents or guardians of homeless children and youths are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children;
  - E. "public notice of the educational rights of homeless children and youths is disseminated where such children and youths receive services under this Act, such as schools, family shelters, and soup kitchens;
  - F. "enrollment disputes are mediated in accordance with paragraph (3)(E) [of the Act]; and
  - G. "the parent or guardian of a homeless child or youth, and any unaccompanied youth, is fully informed of all transportation services, including transportation to the school of origin, as described in paragraph (1)(j)(iii) [of the Act], and is assisted in accessing transportation to the school that is selected under paragraph (3)(A) [of the Act].
- 2. "**Notice**—The State coordinator ... and local educational agencies shall inform school personnel, service providers, and advocates working with homeless families of the duties of the local educational agency liaisons.
  - 3. "**Local and State Coordination**—Local educational agency liaisons for homeless children and youths shall, as a part of their duties, coordinate and collaborate with State coordinators and community and school personnel responsible for the provision of education and related services to homeless children and youths.
  - 4. "**Review and Revisions**—
    - A. "**In General**—Each State educational agency and local educational agency that receives assistance under this subtitle shall review and revise any policies that may act as barriers to the enrollment of homeless children



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and youths in schools ...

- B. "**Consideration**—In reviewing and revising such policies, consideration shall be given to issues concerning transportation, immunization, residency, birth certificates, school records and other documentation, and guardianship.
- C. "**Special Attention**—Special attention shall be given to ensuring the enrollment and attendance of homeless children and youths who are not currently attending school.

**Services—**

- 1. "**In General—Services** ... [provided under this grant]—
  - A. "may be provided through programs on school grounds or at other facilities;
  - B. "shall, to the maximum extent practicable, be provided through existing programs and mechanisms that integrate homeless children and youths with nonhomeless children and youths; and
  - C. "shall be designed to expand or improve services provided as part of a school's regular academic program, but not to replace such services provided under such program.
- 2. "**Services on School Grounds**—If services under paragraph (1) are provided on school grounds, schools—
  - A. "may use funds under this subtitle to provide the same services to other children and youths who are determined by the local educational agency to be at risk of failing in, or dropping out of, school ...; and
  - B. "except as otherwise provided in section 722(e)(3)(B), shall not provide services in settings within a school that segregate homeless children and youths from other children and youths, except as necessary for short periods of time—
    - (i) "for health and safety emergencies; or
    - (ii) "to provide temporary, special, and supplementary services to meet the unique needs of homeless children and youths."

**Required Elements**—Proposed project applications shall include the following elements:

- 1. A process for identifying runaway and homeless children and youth to be

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served.

2. An explanation of the need in the community and school for the proposed project.
3. A description of the services and programs for which financial assistance is sought and the problems sought to be addressed through the provision of such services and programs.
4. A program design that includes the coordination with, and the involvement of, local service providers and parents.
5. A program design that includes coordination with other programs such as those operating under Title I, Head Start, Title V, Part A, special education, literacy programs, and other relevant programs.
6. Assurances that assistance under the grant will supplement, and not supplant, funds used before the award of the grant.
7. A description of the procedures that the LEA will implement to ensure that activities carried out by the LEA will not isolate or stigmatize homeless children and youth.

#### **AUTHORIZED ACTIVITIES:**

All LEAs in participating states are encouraged to provide and implement the services and activities outlined below to ensure that homeless children and youth enroll and succeed in school. The statute authorizes the described activities under Section 723(d) of the Act. The LEAs receiving subgrants may use program funds to carry out these and other activities that promote the purposes of the program. The LEAs may also use subgrant funds to enter into contracts with other agencies or organizations to provide services for homeless children and youth.

##### ***Educational Services—***

- Tutoring, supplemental instruction, and other educational services that help homeless children and youth reach the same challenging state content and state student performance standards to which all children are held.
- Before- and after-school programs, mentoring, and summer programs for homeless children and youth. Qualified personnel may provide homework assistance, tutoring, and supervision of other educational instruction in carrying out these activities.
- Developmentally appropriate early childhood education programs for homeless children of preschool age that are not provided through other federal, state or local funds.
- Expedited evaluations of homeless children and youth to measure their strengths

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and needs. These evaluations should be done promptly in order to avoid a gap in the provision of necessary services to such children and youth. Evaluations may also determine a homeless child's or youth's eligibility for other programs and services, including Title I, Part A of the NCLB, educational programs for gifted and talented students, vocational education programs, and school lunch programs.

- Education and training programs for parents of homeless children and youth regarding the rights their children have as homeless individuals and the educational and other resources available to their children.

***Professional Development—***

- Programs and other activities designed to raise awareness among educators and pupil services personnel of the rights of homeless children and youth under the Act, and special needs such children and youth have as a result of their homelessness.

***Coordination of Services—***

- Programs coordinating services provided by schools and other agencies to homeless children and youth to expand and enhance such services. Coordination with programs funded under the Runaway and Homeless Youth Act should be included in this effort.

***Comprehensive Services—***

- Referrals of homeless children and youth to medical, dental, mental and other health services.
- Pupil services programs providing violence prevention counseling and referrals to such counseling.
- Programs addressing the particular needs of homeless children and youth that may arise from domestic violence.

***Transportation—***

- Paying the excess cost of transportation not otherwise provided through federal, state, or local funds, to enable homeless children and youth to attend schools selected under Section 722(g)(3) of the Act.

***School Records—***

- Paying fees and costs associated with tracking, obtaining, and transferring records necessary for the enrollment of homeless children and youth in school. The records may include birth certificates, guardianship records, immunization

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records, academic records, and evaluations of homeless children and youth determining eligibility for other programs and services.

***School Supplies —***

- Providing supplies to nonschool facilities serving homeless children and youth and adapting these facilities to enable them to provide services.
- Providing school supplies to homeless children and youth at shelters, temporary housing facilities, and other locations as appropriate.

***Extraordinary or Emergency Assistance —***

- Providing extraordinary or emergency services to homeless children and youth as necessary to enroll and retain such children and youth in school.

**FUNDING  
PRIORITIES:**

Applications will be rated and grants will be awarded on the basis of need and the quality of applications submitted. Application will be rated according to the following priorities:

1. *Community and School Need*—An assessment of the educational and related needs of homeless children and youths in the area served by the LEA. This should include numbers of youth served or recognized in past years, currently and projected.
2. *Program Narrative*—A description of how the proposed use of funds would facilitate the enrollment, attendance, and educational success of homeless children and youths while addressing the above recognized needs.
3. *Coordination and Collaboration*—A description of how the project will coordinate and collaborate with other local and state agencies and service providers that serve homeless children, youth, and their families.
4. *Parent Involvement*—A description of the role of parents or guardians of homeless children and youths in the education of their children.
5. *Coordination of Education Programs*—A description of the extent the project reflects coordination and use of existing education programs available to other students: Title I, special education, literacy, math, and other relevant programs.

**Note: The above description should include an explanation of the amount and use of Title I funds set aside for services to homeless children and youths.**

6. *Infusion*—Description of the extent to which homeless children and youths will be integrated within the regular education program.

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7. *Project Evaluation*—A description of the applicant's program evaluation plan and how it will evaluate the services provided to homeless children and youth.
  8. *Authorized Activity*—A program narrative, with activities that meet the Authorized Activities list on pages 9-11.

**SELECTION  
PROCESS/  
CRITERIA:**

The state shall appoint a panel of reviewers to read and rate all proposals meeting the submission criteria specified herein. The panel shall include a combination of three education professionals and two outside representatives with a commitment to education.

The review panel will read and rate each proposal applying the following criteria. A total of 160 possible points may be earned, with the maximum possible score for each component indicated. Detailed information regarding the review and rating criteria is provided in the "application selection" furnished as part of the application packet.

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|--|-----------|
| 1. Community/School Need for the Project                 | 40 points |
| 2. Potential to Assure Student Success/Program Narrative | 30 points |
| 3. Parent Involvement                                    | 20 points |
| 4. Integration into the Regular Classroom                | 20 points |
| 5. Collaboration with Outside Services                   | 15 points |
| 6. Collaboration with School Services                    | 15 points |
| 7. Authorized Activity                                   | 10 points |
| 8. Project Evaluation                                    | 10 points |

**TOTAL POINTS POSSIBLE**

**160 points**

**PROPOSAL  
SUBMISSION:**

A full proposal consists of a completed and officially signed and submitted application, authorizations and certification, assurances, necessary attachments, as well as other necessary supporting documents.

NOTE: Application will be scored without trustee signature, but will not be approved without trustee signature.

The full proposal must be submitted to the Educational Opportunity and Equity Division by 4:30 p.m., Friday, May 19, 2006, or be postmarked not later than May 19, to be accepted. Proposals not meeting these deadlines will **NOT** be considered for funding. Submission by FAX will **NOT** be accepted.

**MAIL TO:**

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